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June 7, 2016

**ADDENDUM TWO
TO THE REQUEST FOR PROPOSALS
FOR REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES
RFP CMD #16-01**

This is Addendum Two to the Refugee Employment and Acculturation Services Request for Proposals (RFP CMD #16-01), which was released on May 13, 2016.

The addendum contains portions of the RFP that have been revised.

The information contained in this Addendum Two supersedes any related information previously provided.

The Addendum will be posted on the following websites:

<http://www.ladpss.org/dpss/contracts/default.cfm>

and

<http://doingbusiness.lacounty.gov>

Proposals are due and must be received by DPSS no later than **12:00 P.M. Local Time, June 30, 2016**. No late proposals will be accepted.

Please continue to access the above-mentioned websites for updates.

"To Enrich Lives Through Effective And Caring Service"

REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES
RFP CMD#16-01
ADDENDUM TWO

Addendum Two to the Request for Proposals, RFP CMD #16-01 shall cause the following revisions;

1. RFP, Subsection 7.2, RFP Timetable, has been revised to change date the Questions and Answers will be released, and the date the Proposals are due (*revisions italicized*):

7.2 RFP Timetable

The timetable for this RFP is as follows:

- Release of RFP05/13/16
- Request for a Solicitation Requirements Review Due05/27/16
- Mandatory Proposers Conference05/25/16
- Written Questions Due05/25/16
- *Questions and Answers Released (on or about)*.....06/08/16
- ***Proposals due by (12:00 P.M, local time)***06/30/16

2. RFP, Subsection 7.3, Proposals' Deadline, has been revised as follows to revise the proposals Due Date (*revision italicized*):

7.3 Proposals' Deadline

Proposals are due and **must be received** in the DPSS office no later than ***12:00 P.M., (local time) Thursday, June 30, 2016.*** **DURING THE RFP SUBMISSION PERIOD, PROPOSALS WILL BE ACCEPTED MONDAY THROUGH THURSDAY ONLY FROM 8:00 AM. To 5:00 PM. (local time) only at the specified address below.** For hand-delivered Proposals a delivery transmittal will be issued as proof of submission. Any proposals received after the scheduled closing time will not be accepted and shall be returned to the sender unopened. **Facsimile (Fax) or electronic mail (email) copies will not be accepted.** The Proposer(s), or designee(s), must timely mail or hand-deliver both the Business Proposal(s) and Cost Proposal(s) to:

Contract Management Division, Section III
Department of Public Social Services
12900 Crossroads Parkway South – East Annex, 2nd Floor
City of Industry, CA 91746-3411

NOTE: Dates and times are subject to change at the convenience of the County. All required RFP documents and references will be posted at the DPSS Request for Proposals website at:

REFUGEE EMPLOYMENT AND ACCULTURATION SERVICES
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<http://www.ladpss.org/dpss/contracts/default.cfm>
or Internal Services Department (ISD) website
at: <http://doingbusiness.lacounty.gov>

Late Proposals will not be accepted. It is the sole responsibility of the Proposer to see that its proposal is properly received by DPSS before the submission deadline. **The Proposer shall bear all risks associated with private delivery services or with delays in the U.S. Postal Service.** Submitted proposals that are not received timely or have insufficient postage will not be considered **and will be returned to the Proposer unopened.**

3. RFP, Subsection 8.1, Selection Process, has been revised as follows to change the date the selection process will begin (*revision italicized*):

8.1 Selection Process

The County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and select the successful proposal(s). The selection process will begin with receipt of the proposal by *12:00 P.M. (local time) on Thursday, June 30, 2016.*

Evaluation of the proposals will be made by an Evaluation Committee selected by the Department. The Committee will evaluate the proposals and will use the evaluation approach described herein to select a prospective Contractor. All proposals will be evaluated based on the criteria listed below. All proposals will be scored and ranked in numerical sequence from high to low. The County may also, at its option, invite Proposers being evaluated to make a verbal presentation or conduct site visits, if appropriate. The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation.

After a prospective Contractor has been selected, the County and the prospective Contractor(s) will negotiate a Contract for submission to the Board of Supervisors for its consideration and possible approval. If a satisfactory Contract cannot be negotiated, the County may, at its sole discretion, begin contract negotiations with the next qualified Proposer who submitted a proposal, as determined by the County.

The recommendation to award a Contract will not bind the Board of Supervisors to award a Contract to the prospective Contractor.

The County retains the right to select a Proposal other than the Proposal receiving the highest number of points if County determines, in its sole discretion, another Proposal is the most overall qualified, cost-effective, responsive, responsible and/or in the best interests of the County.